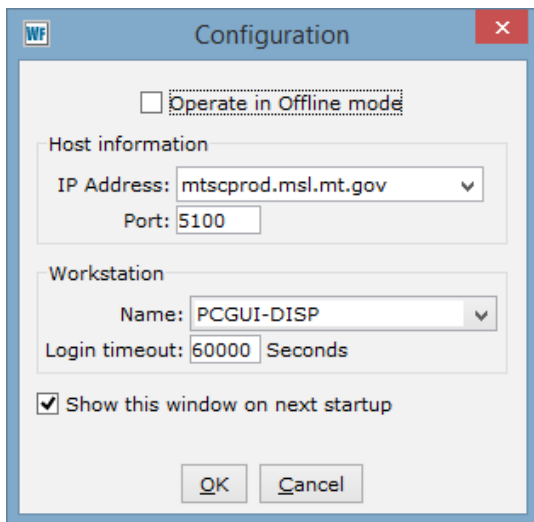


Updating the Workflows Client to version 3.4.1.4

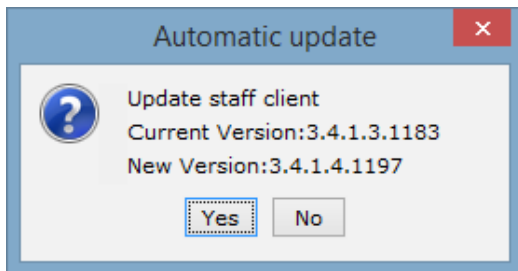
The MSC's Symphony integrated library system software will be upgraded to version 3.4.1 SP4 on Monday, Feb 17 at 10am. The upgrade shouldn't take more than a couple of hours. The production system will be down during the upgrade. Libraries open during that time will need to use the Offline module to conduct basic circulation functions. No other MSC services will be available, except Directors Station, while the upgrade takes place. Watch for Mike's emails on msc-discuss that will let you know when the upgrade begins and when it is completed.

After the upgrade is finished, your Java Workflows (JWF) client will need to be updated. Follow these directions:

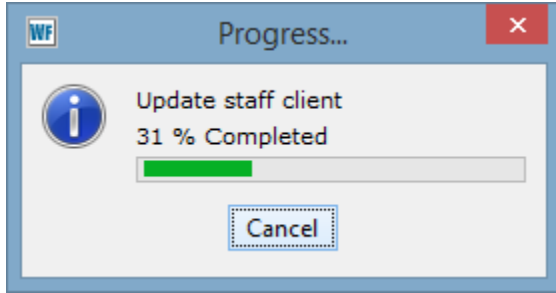
1. Click the Workflows 3.4.1.3J icon on your desktop as you normally would when starting Workflows. If you have been using Offline, close Workflows then re-start and make sure to uncheck the "Operate in Offline mode" checkbox. Everyone::Make sure the "Show this window on next startup" box IS checked. The opening configuration screen should look like this:



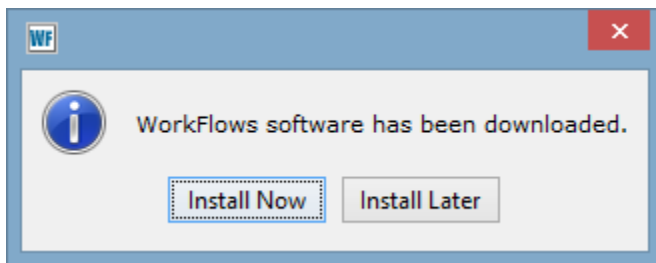
2. Click "ok" and enter your normal user name and pin as always.
3. You should then see the update prompt as shown here:



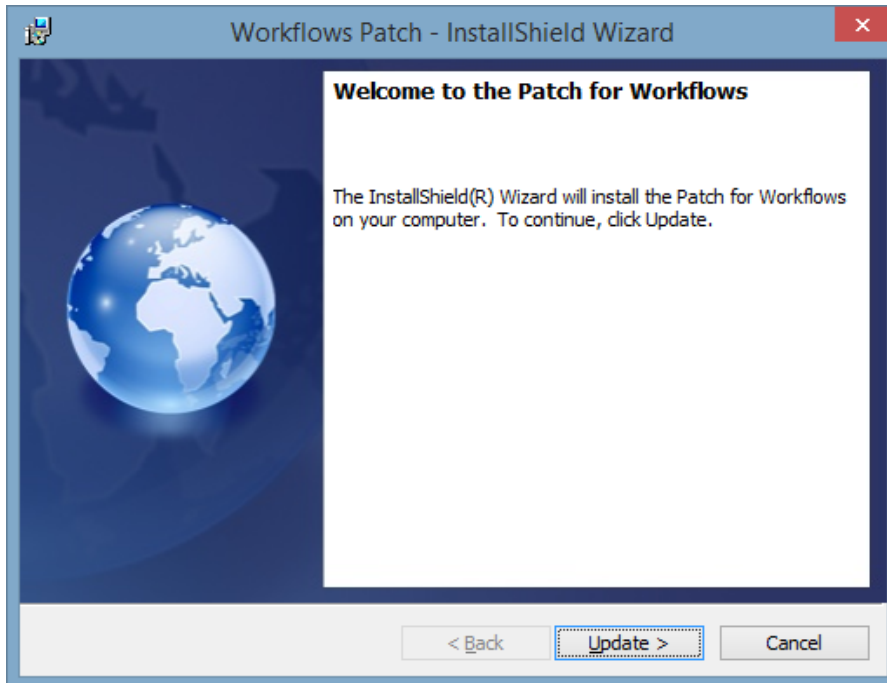
4. Click “Yes” and you should get an update progress window like this:



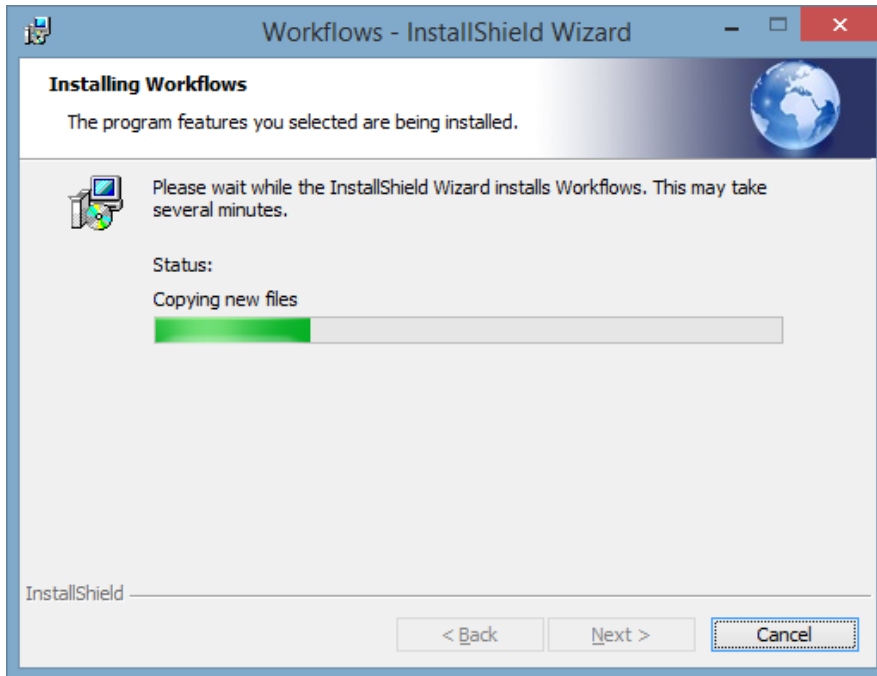
5. This may take several minutes, depending on your library’s internet connection. When progress reaches 100% you will see a prompt to install now or later:



6. Click “Install Now” and you will get a window showing the progress of file extraction and then a “Welcome to the Patch for Workflows” window:



7. Click “Update” and it will begin to install the upgrade. This will take several minutes while it copy’s files.



8. After it has finished copying new files, it will remove backup files and then present the “Finished Screen”:



9. Click “Finish” and Workflows should restart. Click OK on the configuration screen and then login as you normally do.

10. After Workflows opens, click “Help” and then “Session Info”. Note the Server Version (bottom of window – scroll down if necessary). It should be 3.4.1.4 GA Click OK and then Help again, then click on “About”. Note the client version after the copyright date. It should be 3.4.1.4.1197

Upgrade complete. Give us a call or put in a ticket if you run into problems or see version numbers different from that show in Help.